



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

AUG 29 2017

OFFICE OF THE
CHIEF FINANCIAL OFFICER

MEMORANDUM

SUBJECT: Actual Expenses for Lodging in the Designated Area of the Presidentially-Declared Disaster due to Hurricane Harvey

FROM: Jeanne Conklin, Controller
Office of the Controller *Jeanne Conklin*

TO: Senior Resource Officials

This memorandum serves as a blanket authorization for actual expenses reimbursement for lodging per diem for the Environmental Protection Agency employees assigned to perform temporary duty travel in the area due to Hurricane Harvey. The Federal Travel Regulation, §301-70.201 allows an agency to make decisions necessary for their mission and employees as necessary during a Presidentially-Declared Disaster.

As a result, blanket authorizations regarding actual expense reimbursements may be issued to your employees assigned to perform TDY travel. These authorizations must apply to Hurricane Harvey and must end on the expiration date of the Declaration, or one year from the date the Declaration, August 28, 2018, whichever is sooner. A blanket authorization issued under this section shall only apply to Hurricane Harvey.

All correspondence, including emails, must be retained as documentation in the responsible office. To ensure proper processing of the travel claim, a copy of this memorandum should be attached to the travel voucher and routed through Concur to the Cincinnati Finance Center.

Should you have questions, please contact Sherri' L. Anthony, Director, Policy, Training & Accountability Division at (202) 564-3185.

cc: EPA Senior Budget Officers
Regional Comptrollers
David A. Bloom
Howard K. Osborne
Meshell Jones-Peeler